



Joel H. Evans, RLA, AICP
Zoning/Planning Department Director

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Lonnie Hamilton III Public Services Building
4045 Bridge View Drive, Suite A-103
North Charleston, SC 29405

CHARLESTON COUNTY SUBDIVISION APPLICATION PACKAGE

- APPLICATION REQUIREMENTS
- FEE SCHEDULE
- APPLICATION DOCUMENTS
- PUBLIC WORKS MEMORANDUM

CHARLESTON COUNTY SUBDIVISION

APPLICATION REQUIREMENTS

1. Submit 3 copies of plat.
2. Submit Application Fee (see chart below)
2. Complete Subdivision Application.
3. Complete Certificate of Ownership (Notarized)
4. Complete Restrictive Covenants Affidavit
5. Complete Notification Concerning Address and Street Name Changes
6. Provide Water/Sewer Letters from applicable service provider*::

Charleston Water Systems
James Island PSD
Kiawah Island Utility
Mt Pleasant Waterworks
North Charleston Sewer District
Seabrook Island Utility Commission
St. Andrews PSD
St. Johns Water Company

*If subject property is not on serviced by Public Water or Public Sewer, provide letter from Department of Health & Environmental Control (DHEC) for wastewater systems.

Subdivision Fees

One Lot or Exempt Plat	\$50.00
2-4 Lots or Minor Subdivision	\$100.00 + \$10/Lot
5 or more Lots or Preliminary Plat for Major Subdivision	\$200.00 + \$10/Lot
Conditional Plat	\$200.00 + \$10/Lot
Final Plat	\$100.00 + \$10/Lot
Public Improvement(s) Review (Engineering	\$100.00 + \$10/Lot
Appeals to Subdivision Related Administrative Decisions	\$250.00



CHARLESTON
COUNTY
SOUTH CAROLINA

CHARLESTON COUNTY ZONING/PLANNING DEPARTMENT
SUBDIVISION APPLICATION

DATE: _____

APPLICATION #: _____

RECEIVED: _____

TYPE: _____

OWNER: _____

TMS #: _____

ADDRESS: _____

LOCATION: _____

OF LOTS: _____ **ACRES:** _____

TELEPHONE: _____

ZONING DISTRICT: _____

APPLICANT: _____

SURVEYOR: _____

ADDRESS: _____

ADDRESS: _____

TELEPHONE: _____

TELEPHONE: _____

EMAIL: _____

EMAIL: _____

PRE-APPLICATION CONFERENCE: YES / NO **DATE** _____

Special Notes: _____

EXEMPT FROM SUBDIVISION REGULATIONS
(COMPLETE APPROPRIATE SECTION)

OFFICE USE ONLY APPL. NO
CHECKED BY

SECTION I:

EXISTING TRACT

I hereby certify that the attached plat surveyed by _____
and dated _____ is a parcel of land identical to one which was created
and recorded prior to the adoption of the Charleston County Subdivision Regulations on
January 1, 1955, and is recorded in Plat/Deed Book _____ Page _____ of the
R.M.C. of Charleston County on _____ (a date prior to January
1, 1955) and has not been changed in size or shape since the recording date mentioned
above.

TAX MAP NUMBER _____ PARCEL _____

SIGNED _____ TITLE _____

DATE _____

SECTION II

PREVIOUSLY APPROVED SUBDIVISION

I hereby certify that the attached plat is of a parcel of land identical to the plat
which was approved by the Charleston County Planning Board, and has not changed in
size or shape in any way since the plat was approved by the Charleston County
Planning Board (not including surveying errors, right-of-way acquisitions).

PLAT RECORDED: BOOK _____ PAGE _____

TAX MAP NUMBER _____ PARCEL _____

SIGNED _____ TITLE _____

DATE _____

SECTION III:

PUBLIC ACQUISITION

_____ R/W ACQUISITION _____ SEWER ACQUISITION _____ OTHER

TAX MAP NUMBER _____ PARCEL _____

SIGNED _____ TITLE _____

DATE _____



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Appl # _____

STATE OF SOUTH CAROLINA)
)
 COUNTY OF CHARLESTON)

AFFIDAVIT OF OWNERSHIP

KNOW ALL MEN BY THESE PRESENTS, that I,
 _____ :

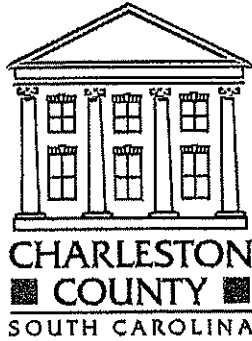
1. Own that certain parcel of land located in Charleston County bearing TMS# _____.

2. The property was conveyed to me by _____,
 Trustee by deed recorded in the RMC Office of Charleston County in Book ____ at Page _____.

Sworn to before me this
 _____ Day of _____.

 Owner's Signature

 Notary Public for South Carolina
 My Commission Expires: _____



Joel H. Evans, AICP, PLA
Zoning & Planning Director

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North Charleston, SC 29405-7464

RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have researched the restrictive covenants applicable to Parcel Identification Number/s (PID #) _____ located at (address/es) _____, and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature)

(Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought.
(Section 6-29-1145 is copied on the back of this page)

For Staff Use Only:

Received by _____ Date _____ Application Number _____

08/04/17

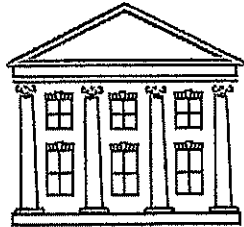
"Section 6-29-1145. (A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (1) in the application for the permit;
- (2) from materials or information submitted by the person or persons requesting the permit; or
- (3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."



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SUBDIVISION AFFIDAVIT

NOTIFICATION CONCERNING ADDRESS AND STREET NAME CHANGES

I, _____, am the property owner/authorized signatory
(Print Name(s))

of Parcel Identification Number(s) _____

located at _____ I understand that the
(Address)

proposed subdivision of Parcel Identification Number(s) _____

may affect one or both of the following (please check all that apply):

- The address of my property; and/or
- The name of the road/easement through which I access my property.

(Property Owner Signature(s))

(Date)

(Print Name(s))

*Affidavit required per ZLDR Section 8.11.3, Effect of Subdivision on Existing Addressed and/or street names
(see back of affidavit)*

For Staff Use Only:

Received by _____ Date _____ Application Number _____

8.11.3 EFFECT OF SUBDIVISION ON EXISTING ADDRESSES AND/OR STREET NAMES

The process of subdividing property and/or creating access to a lot(s) may affect the addresses on the subject property and/or adjacent properties and may affect the names of existing roads and/or easements. It is the responsibility of the applicant to ascertain from the Planning Department and Charleston County Consolidated Dispatch Center (CDC) if the proposed subdivision will impact existing addresses or road/easement names and comply with the following requirements prior to Final Plat approval:

- A. If the proposed subdivision will affect addresses on the subject property and/or adjacent properties, the applicant must submit affidavits signed by all owners of all affected properties stating they are aware of the pending address changes and understand that their addresses will be changed by the CDC following approval and recording of the proposed subdivision.
- B. If the proposed subdivision requires existing roads or easements to be named or renamed, the applicant must work with affected property owners to file a road name/road name change petition, along with a plat showing the proposed location of the road/easement to be named/renamed, with the CDC for review and approval. Upon approval of a road name by the CDC, the applicant shall submit to the Planning Department a revised plat showing the road/easement name in the approved location, the road name/road name change petition, and documentation of the CDC approval. If such road naming/renaming results in the changing of addresses, the requirements of subsection A above shall also apply.



Steven L. Thigpen, P. E.
Director of Public Works

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MEMORANDUM

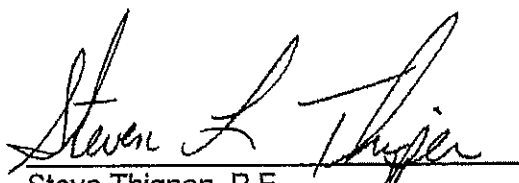
TO: Public

FROM: Steve Thigpen, P.E. Director of Public Works

SUBJECT: Wetland Delineations for Land Disturbance

DATE: September 23, 2022

A major subdivision application submission requires wetland delineation and may be conducted by a 3rd party consultant or by Jurisdiction Determination from Army Corps of Engineers (ACOE). However, preliminary plat approval for subdivisions may require a formal wetland Jurisdictional Determination from the ACOE before receiving Stormwater (MS4) approval. The proximity of proposed land disturbances to wetland boundaries will be used to determine the need for the appropriate level of Jurisdictional Determination from the Army Corps of Engineers. See Public Works Policy #2 for additional details.


Steve Thigpen, P.E.
Director of Public Works